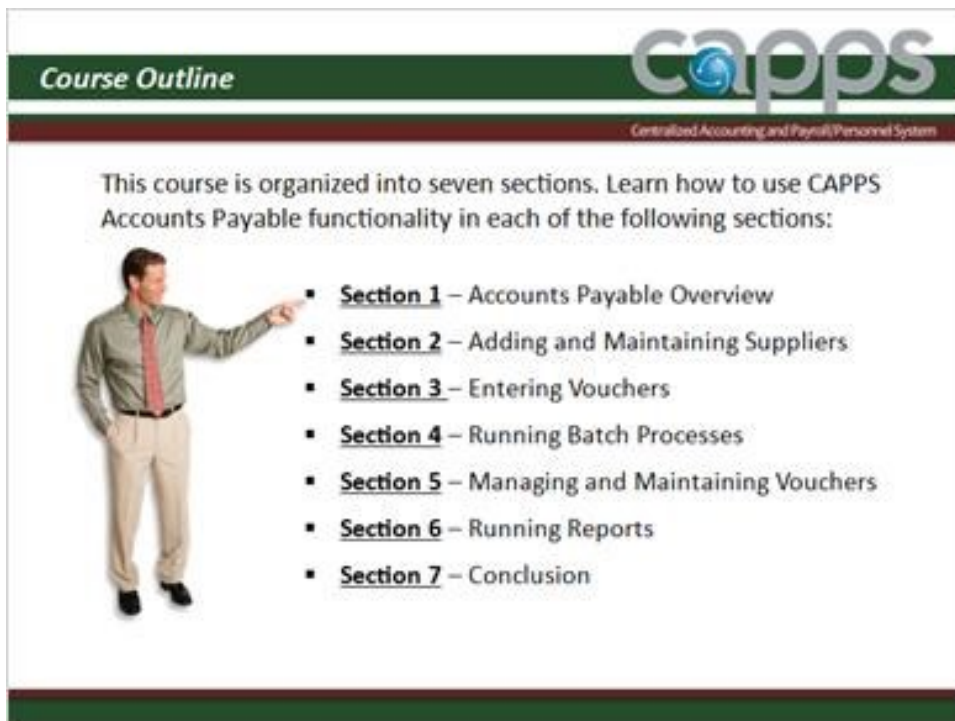


Accounts Payable

CAPPS Accounts Payable



1.1 Course Outline



Accounts Payable


1.2 Course Objectives

Course Objectives

capps
Centralized Accounting and Payroll/Personnel System


After completing this course you will be able to:

- Add and update suppliers
- Enter and reverse vouchers
- Run batch processes
- Unpost and delete vouchers
- Review accounting entries for vouchers
- Run reports



2. Section 1-AP Overview

Section 1
Accounts Payable Overview



capps
Centralized Accounting and Payroll/Personnel System

Accounts Payable


2.2 S1-Objectives

Section 1 – Objectives

capps
Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:

- Understand the CAPPS Accounts Payable Module and it's different functions
- Understand the Accounts Payable Integration Points with other modules



2.3 S1-Outline

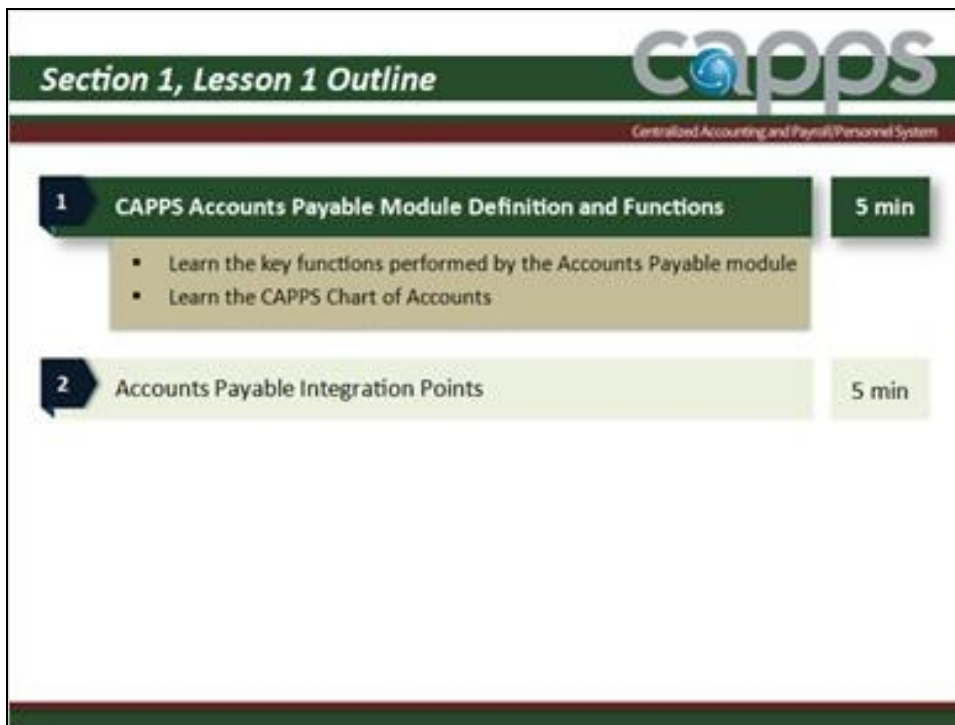
Section 1 – Outline

capps
Centralized Accounting and Payroll/Personnel System

1	CAPPS Accounts Payable Module Definition and Functions	5 min
2	Accounts Payable Integration Points	5 min

Accounts Payable

2.4 S1-L1 Outline



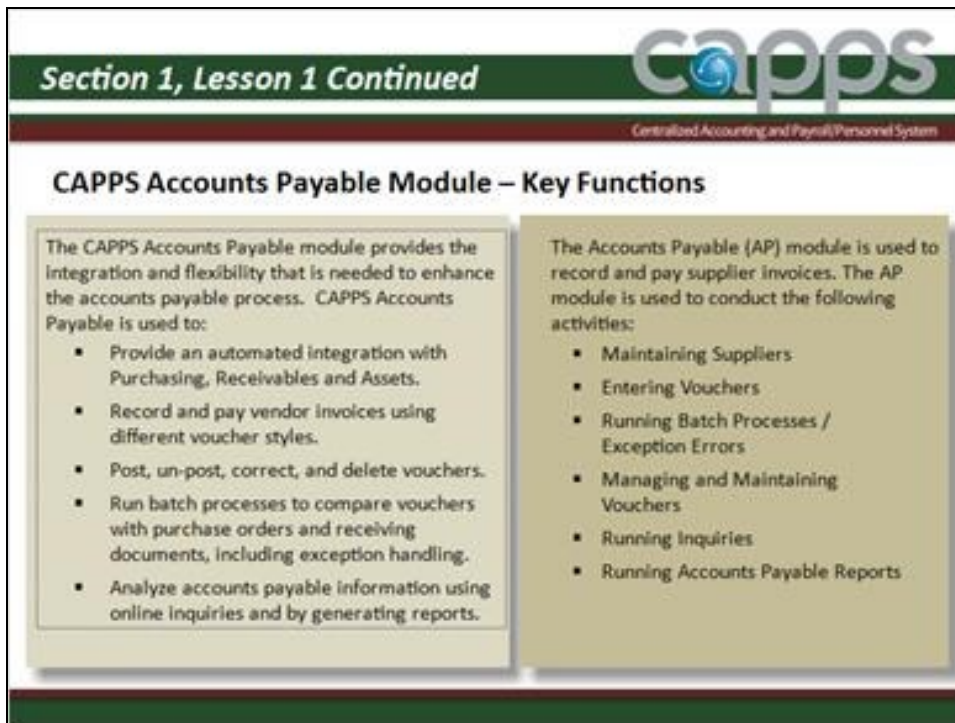
Section 1, Lesson 1 Outline

1 CAPPS Accounts Payable Module Definition and Functions 5 min

- Learn the key functions performed by the Accounts Payable module
- Learn the CAPPS Chart of Accounts

2 Accounts Payable Integration Points 5 min

2.5 S1-L1 AP Key Functions



Section 1, Lesson 1 Continued

CAPPS Accounts Payable Module – Key Functions

The CAPPS Accounts Payable module provides the integration and flexibility that is needed to enhance the accounts payable process. CAPPS Accounts Payable is used to:

- Provide an automated integration with Purchasing, Receivables and Assets.
- Record and pay vendor Invoices using different voucher styles.
- Post, un-post, correct, and delete vouchers.
- Run batch processes to compare vouchers with purchase orders and receiving documents, including exception handling.
- Analyze accounts payable information using online inquiries and by generating reports.

The Accounts Payable (AP) module is used to record and pay supplier invoices. The AP module is used to conduct the following activities:

- Maintaining Suppliers
- Entering Vouchers
- Running Batch Processes / Exception Errors
- Managing and Maintaining Vouchers
- Running Inquiries
- Running Accounts Payable Reports

Accounts Payable

2.6 S1-L1 Chart of Accounts

Section 1, Lesson 1 Continued

Centralized Accounting and Payroll/Personnel System

CAPPS CHART OF ACCOUNTS



Chart of Accounts (ChartFields)

1 Review this short presentation on Chart of Accounts. Then see if you can match the account name with its purpose.

2 **Drag and Drop**
Place the ChartField name on the applicable line.

<input type="text"/>	Required by USAS.
<input type="text"/>	Captures transactions as Assets, Liabilities, Fund Equity, Revenues, and Expenditures.
<input type="text"/>	Appropriation Year
<input type="text"/>	The source of money related to a transaction.

Account Fund Appn/PCA Budget Reference

Select Next to Continue

2.7 S1-L2 Outline

Section 1, Lesson 2 Outline

Centralized Accounting and Payroll/Personnel System

1 CAPPS Accounts Payable Module Definition and Functions **5 min**

2 Accounts Payable Integration Points **5 min**

- Learn how AP integrates with other modules
- Learn how AP integrates with the Procure-to-Pay process
- Learn how AP integrates with other state systems

Accounts Payable

2.8 S1-L2 Module Integration

Section 1, Lesson 2 Continued

Integration

CAPPS is an integrated system that shares information across modules. CAPPS core modules are Accounts Payable, Asset Management, Commitment Control, General Ledger and Purchasing.

To learn more about each module and how they are integrated, select the 'CAPPS Modules & Integration' green button above.

CAPPS Modules & Integration


```
graph TD; AP((AP Module Integration)) --> Receivables((Receivables)); AP --> Purchasing[Purchasing eProcurement]; AP --> GL[General Ledger / Commitment Accounting]; AP --> PC[Project Costing]; AP --> AM[Asset Management]; AP --> Inventory((Inventory));
```

2.9 S1-L2 AP Integration

Section 1, Lesson 2 Continued

CAPPS AP Core Module Integration

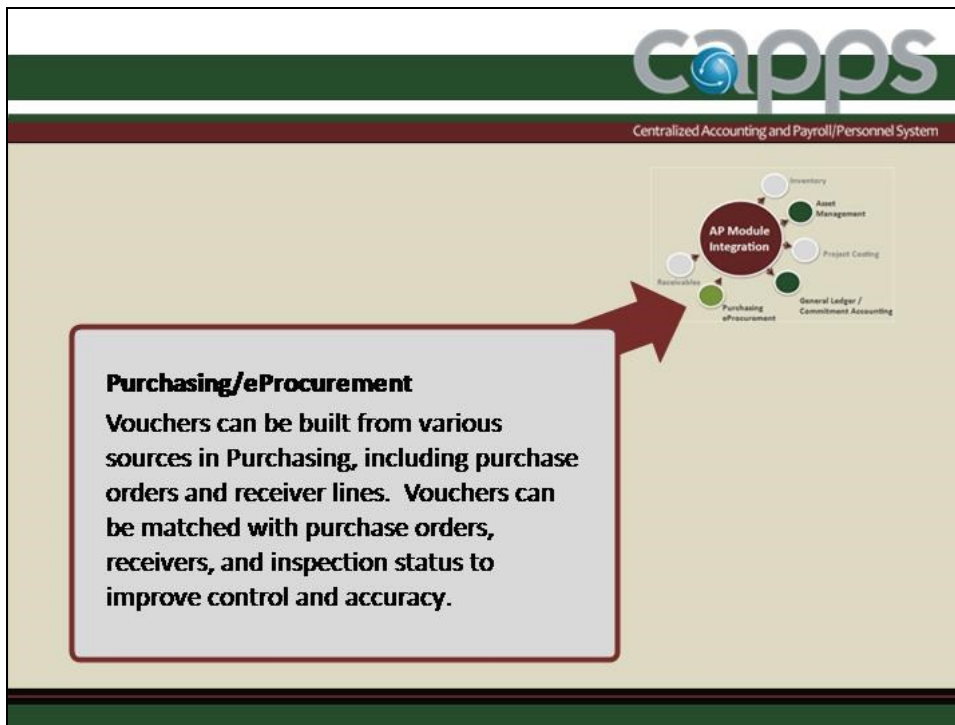
The adjacent diagram illustrates some of the integrations points with Accounts Payable and CAPPS Core modules.

Select the information icon  for Purchasing, Asset Management, and General Ledger to view how AP interacts with the module.

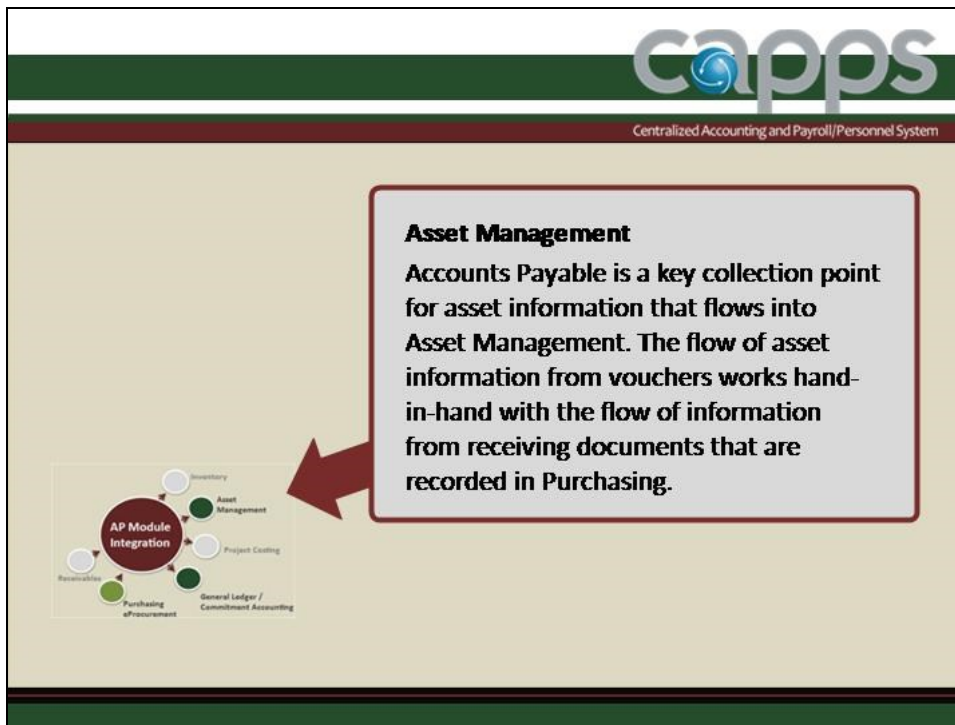
```
graph TD; AP((AP Module Integration)) --> Receivables((Receivables)); AP --> Purchasing[Purchasing eProcurement]; AP --> GL[General Ledger / Commitment Accounting]; AP --> PC[Project Costing]; AP --> AM[Asset Management]; AP --> Inventory((Inventory));
```

Accounts Payable

Purchasing

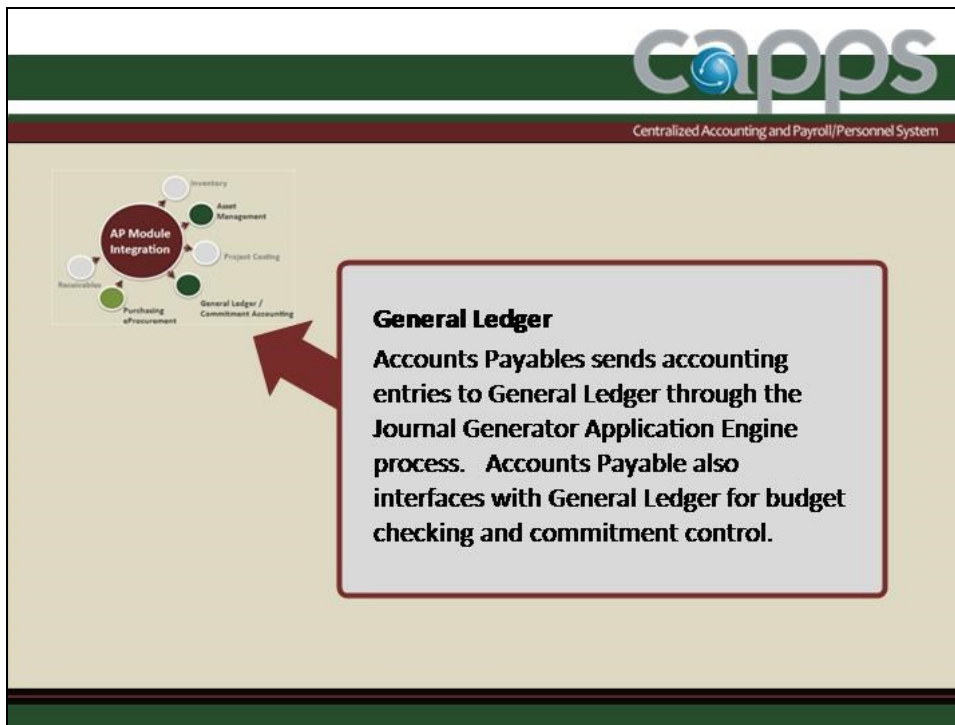


Asset Management



Accounts Payable

General Ledger



2.10 S1-L2 Procure-to-Pay Process

Section 1, Lesson 2 Continued

Discover how the Procure-to-Pay Process affects the Budget

Pre-encumbrance

A cartoon illustration of a woman with dark hair, wearing a blue button-down shirt, with her hands on her head in a thinking pose. A thought bubble above her head contains the text "Pre-encumbrance".


Accounts Payable

2.11 S1-L2 Procure-to-Pay Process

Section 1, Lesson 2 Continued

capps
Centralized Accounting and Payroll/Personnel System

Discover how the Procure-to-Pay Process affects the Budget




2.12 S1-L2 Procure-to-Pay Process

Section 1, Lesson 2 Continued

capps
Centralized Accounting and Payroll/Personnel System


Discover how the Procure-to-Pay Process affects the Budget




Accounts Payable

2.13 S1-L2 Procure-to-Pay Process

Section 1, Lesson 2 Continued


 Centralized Accounting and Payroll/Personnel System



Pre-encumbrances, encumbrances, and expenditures are all a part of the budget checking process. This process ensures funds are available at the time a request is made.


First, I will explain how the budget is impacted by the budget checking process. Then, you will watch a brief presentation to learn how the Procure-to-Pay process works.

Budget Status Chart

Select the Budget Status Chart button.


Section 1, Lesson 2

Section 1, Lesson 2 Continued


 Centralized Accounting and Payroll/Personnel System

This is a simple Budget Status Chart that I will be using to explain how pre-encumbrances, encumbrances, and expenditures affect the budget. Take a moment to review.

Budget Status	
Beginning Balance	\$ 10,000
Pre-encumbrance	
Encumbrance	
Expenditure	
Remaining Spending Authority	\$ 10,000



[Select next to continue](#)

Accounts Payable

2.14 S1-L2 Procure-to-Pay

Section 1, Lesson 2 Continued

capps
Centralized Accounting and Payroll/Personnel System




I created a requisition to order \$100 of office supplies.

2.15 S1-L2 Procure-to-Pay

Section 1, Lesson 2 Continued

capps
Centralized Accounting and Payroll/Personnel System



Nancy created requisition for \$100, let's see how the transaction affected her budget.

Budget Status Chart

Select the Budget Status Chart button.


Accounts Payable

2.16 S1-L2 Procure-to-Pay

capps
Centralized Accounting and Payroll/Personnel System

Nancy started with \$10,000 in her budget.
She pre-encumbered \$100 for office supplies.

Budget Status	
Beginning Balance	\$ 10,000
Pre-encumbrance	\$ 100
Encumbrance	
Expenditure	
Remaining Spending Authority	\$ 9,900



2.17 S1-L2 Procure-to-Pay

Section 1, Lesson 2 Continued

capps
Centralized Accounting and Payroll/Personnel System





I wonder what happens to my requisition next.

Accounts Payable

2.18 S1-L2 Procure-to-Pay Process

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System




Nancy's requisition will need to be sourced to a Purchase Order and budget checked.

Budget Status Chart

Select the
Budget Status Chart button.


2.19 S1-L2 Procure-to-Pay

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System


Budgeting Checking a PO releases the pre-encumbrance and encumbers the funds.

Budget Status	
Beginning Balance	\$ 10,000
Pre-encumbrance	\$ -
Encumbrance	\$ 100
Expenditure	
Remaining Spending Authority	\$ 9,900



Accounts Payable


2.20 S1-L2 Procure-to-Pay


 Centralized Accounting and Payroll/Personnel System

Budgeting Checking a PO releases the pre-encumbrance and encumbers the funds.

The total available funds in the Budget remains the same.

Budget Status	
Beginning Balance	\$ 10,000
Pre-encumbrance	\$ -
Encumbrance	\$ 100
Expenditure	
Remaining Spending Authority	\$ 9,900



Select next to continue

2.21 S1-L2 Procure-to-Pay



 Centralized Accounting and Payroll/Personnel System






Accounts Payable

2.22 S1-L2


 Centralized Accounting and Payroll/Personnel System

Section 1, Lesson 2 Continued




Nancy received her supplies. Her supplier (vendor) has submitted their invoice to Accounts Payable.

Budget Status Chart

Select the Budget Status Chart button.


2.23 S1-L2 Procure-to-Pay Process


 Centralized Accounting and Payroll/Personnel System

Accounts Payable creates and budget checks a voucher. This releases the encumbrance and creates the expenditure.

The total available funds in the Budget remains the same.

Budget Status	
Beginning Balance	\$ 10,000
Pre-encumbrance	\$ -
Encumbrance	\$ -
Expenditure	\$ 100
Remaining Spending Authority	\$ 9,900

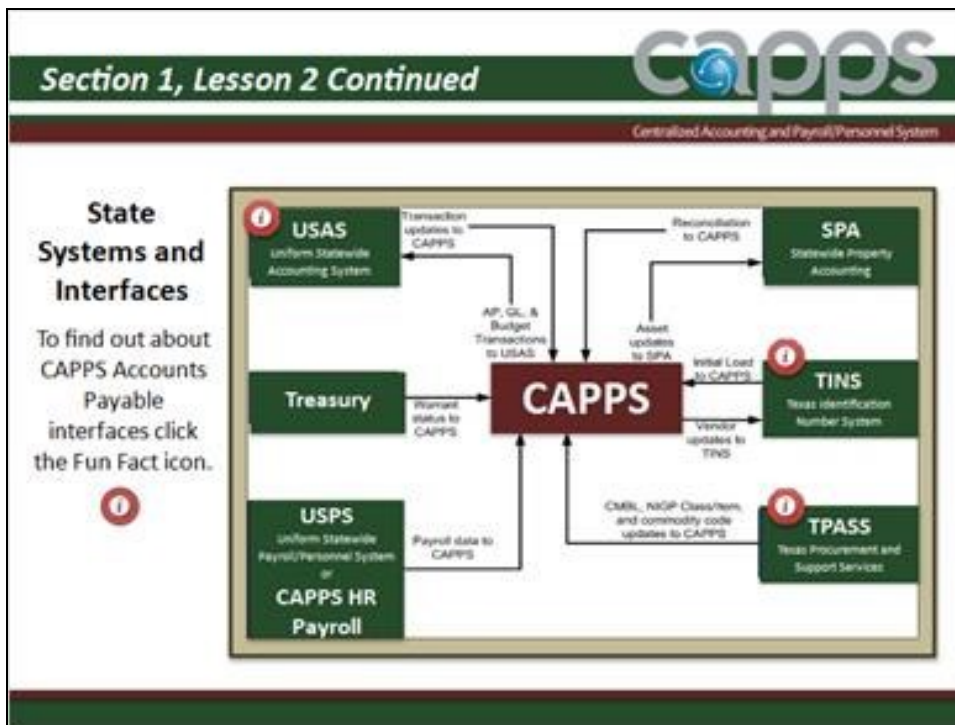


[Select next to continue](#)

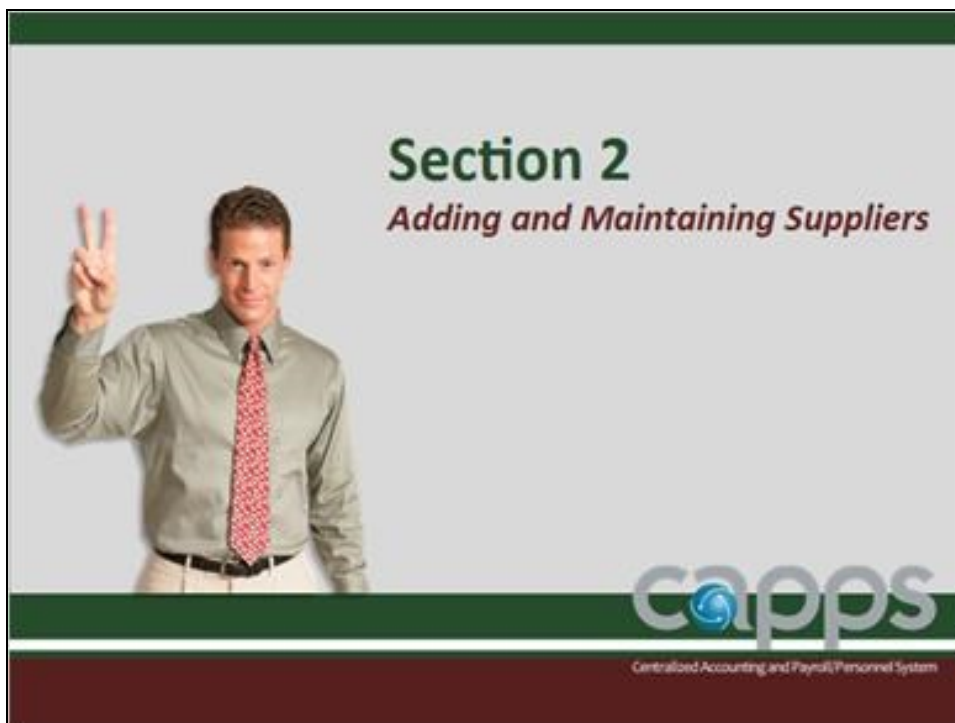
CAPPS Financials

Accounts Payable

2.24 S1-L2 State Systems Integration



3. Section 2-Suppliers



Accounts Payable


3.2 S2-Objectives

Section 2 – Objectives

capps
Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:

- Add a supplier
- View and update suppliers
- Add a supplier note
- Inactivate a supplier



3.3 S2-Outline

Section 2 – Outline


capps
Centralized Accounting and Payroll/Personnel System

1	Adding a Supplier	20 min
2	Updating Supplier Information	40 min

Accounts Payable

3.4 S2-L1 Adding a Supplier

Section 2 – Lesson 1 Outline


Centralized Accounting and Payroll/Personnel System


1 Adding a Supplier **20 min**

- Key terms using when working with suppliers
- Add a new supplier for goods or services into the CAPPS system

2 Updating Supplier **40 min**

3.5 S2-L1 Key Terms

Section 2, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

Key Terms and Definitions

Key Terms	Definition
Suppliers	The person or entity from which a purchase was made or a service was rendered.
Location Codes	Supplier location codes are the same as TINS mail codes and are used to identify the supplier's mailing address.
TINS Interface	CAPPS maintains a TINS interface that is used to set up new suppliers and also to conduct supplier maintenance.


Accounts Payable

3.6 S2-L1 Supplier Access CAPPS

Section 2, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

How will my suppliers get into CAPPS?




The supplier tables are initially loaded with vendors that the agency has paid in USAS for the previous three years. CMBL vendors are also part of the agency's initial load.

3.7 S2-L1 Add New Supplier

Section 2, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

Do I enter new suppliers in CAPPS and TINS?



Agencies have the option of utilizing the CAPPS to TINS interface to set up a new supplier or the agency can do dual entry and add the new supplier to TINS and CAPPS, respectively.


Accounts Payable

3.8 S2-L1 Tins Mail Codes

Section 2, Lesson 1 Continued

capps
Centralized Accounting and Payroll/Personnel System

Where are my TINS Mail Codes?



Supplier location codes are the same as TINS mail codes and are used to identify the supplier's mailing address.

3.9 S2-L1 Exercise

Section 2 – Lesson 1 Exercise

capps
Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Adding a Supplier

Scenario 1: Adding a Supplier

After completing the exercise, close the browser tab and return to the course.



Accounts Payable

3.10 S2-L2 Updating Supplier Info.

Section 2 – Lesson 2

capps
Centralized Accounting and Payroll/Personnel System

1 Adding a Supplier

20 min

2 Updating Supplier Information

40 min

- View and update supplier information
- Add conversation notes to a supplier
- Inactivate a supplier

3.11 S2-L2 Exercise 1

Section 2, Lesson 2 Exercises

capps
Centralized Accounting and Payroll/Personnel System

Working with Suppliers
Maintaining Suppliers
Supplier information can be updated through CAPPS Suppliers.
The following updates can be made on a supplier:


- Adding Addresses and location codes
- Updating default location codes
- Adding contact information

Exercise 1

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Working with Suppliers
Scenario 1: Viewing and Updating Suppliers

After completing the exercises, close the browser tab and return to the course.



Accounts Payable

3.12 S2-L2 Exercise 2

Section 2, Lesson 2 Exercises Cont.


Working with Suppliers
Adding Conversation Notes
CAPPS provides the ability to track ongoing discussions with supplier contacts. It is a convenient place to keep track information and conversations with the supplier.

Exercise 2

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Working with Suppliers
Scenario 2: Adding Conversation Notes with a Supplier

After completing the exercises, close the browser tab and return to the course.



3.13 S2-L2 Exercise 3

Section 2, Lesson 2 Exercises Cont.


Working with Suppliers
Inactivating a Supplier
Users have the capability of inactivating a supplier. Inactivating the supplier ensures that users do not enter new vouchers for the supplier.

Exercise 3

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

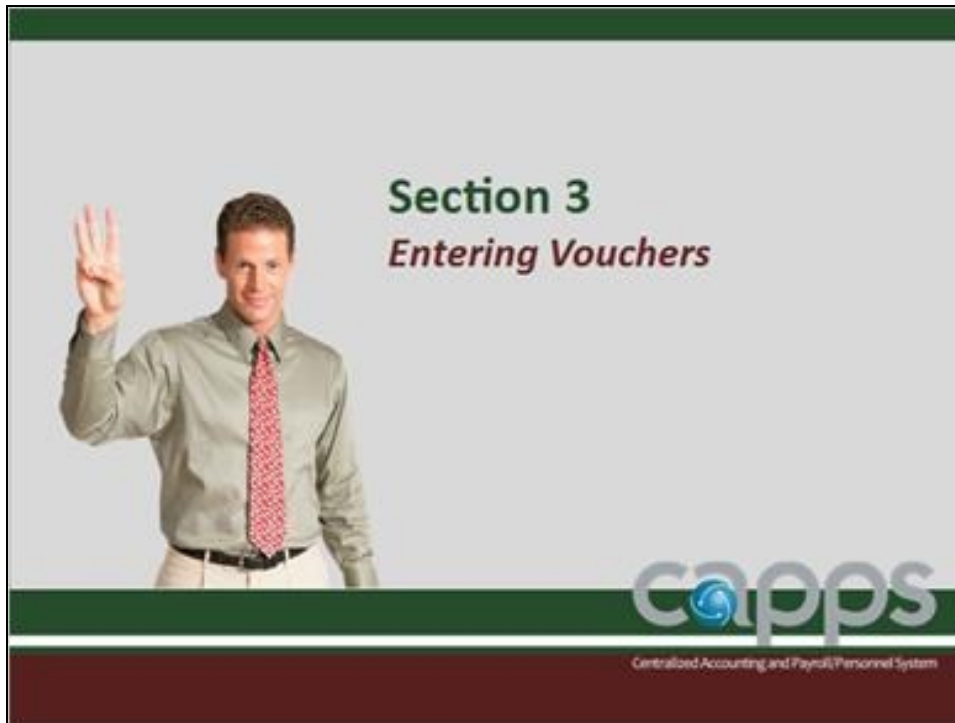
Working with Suppliers
Scenario 3: Inactivating a Supplier

After completing the exercise, close the browser tab and return to the course.



Accounts Payable

4. Section 3-Entering Vouchers



4.2 S3-Objectives

Section 3 – Objectives

After completing this section you will be able to:

- Enter a Regular Voucher using a Purchase Order
- Enter a Regular Voucher using a Purchase Order for an Asset
- Enter a Regular Voucher without a Purchase Order
- Enter Vouchers using other Voucher Styles
- Enter Adjusting and Reversing Vouchers

An icon showing a stack of three checkmarks, with a red pencil pointing to the top one.

Accounts Payable

4.3 S3-Outline

Section 3 – Outline	
1	CAPPS AP Voucher Overview
2	Entering Regular Vouchers
3	Entering other Vouchers
4	Entering Adjusting and Reversing Vouchers


4.4 S3-L1 Voucher Overview

Section 3 – Lesson 1	
1	CAPPS AP Voucher Overview
2	Entering Regular Vouchers
3	Entering Other Vouchers
4	Entering Adjusting and Reversing Vouchers


Accounts Payable

4.5 S3-L1 Voucher Definitions

Section 3, Lesson 1

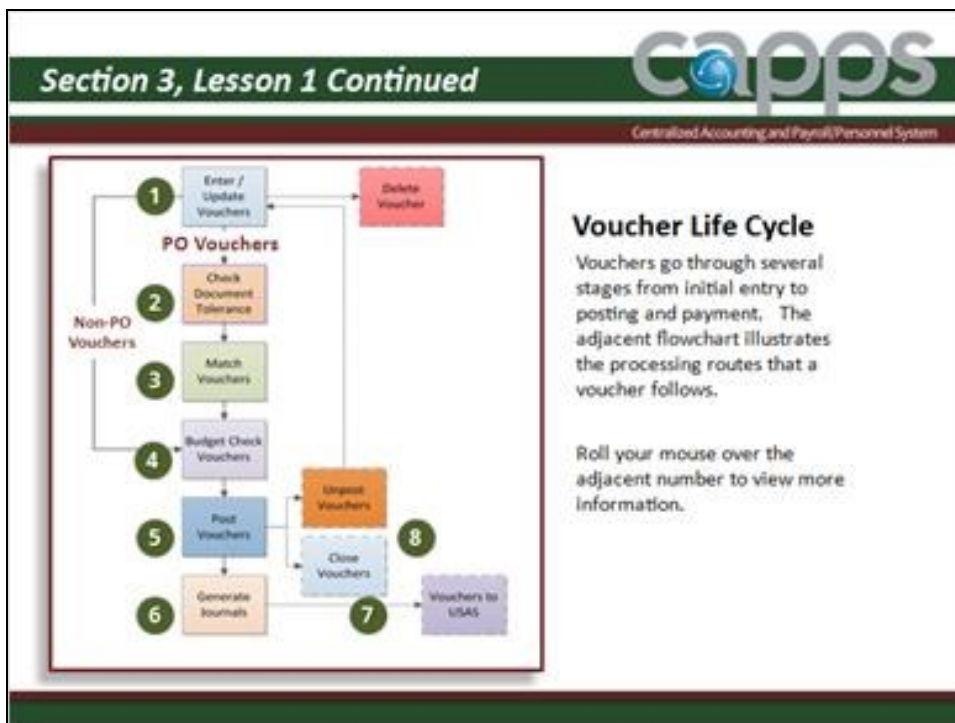

Centralized Accounting and Payroll/Personnel System

CAPPS Accounts Payable Voucher



- Vouchers are used to make payments for supplier invoices or to reimburse employee expenses.
- Vouchers can be created online by entering invoice information manually or by copying information from a purchase order or receipt.


4.6 S3-L1 Voucher Life Cycle



Accounts Payable

4.7 S3-L1 Voucher Styles

Section 3, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

Voucher Styles
Regular Voucher
Multi-Vendor Voucher
ProCard Voucher
Single Payment Voucher
Template Voucher
Adjustment Voucher
Reversal Voucher


Working with Voucher Styles

CAPPS provides various voucher styles, each of which addresses a particular objective.

Select each voucher style to learn about it.

Regular Voucher

Section 3, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

Voucher Styles
Regular Voucher
Multi-Vendor Voucher
ProCard Voucher
Single Payment Voucher
Template Voucher
Adjustment Voucher
Reversal Voucher

Regular Voucher

Use to create a vendor payment either with or without a purchase order/receipt.

Accounts Payable

Multi-Vendor Voucher

Section 3, Lesson 1 Continued	
capps Centralized Accounting and Payroll/Personnel System	
Voucher Styles	Multi-Vendor Voucher
Regular Voucher	<p>Use to pay a vendor at the header level while referencing different vendors at the voucher line level e.g. Employee reimbursement.</p>
Multi-Vendor Voucher →	
ProCard Voucher	
Single Payment Voucher	
Template Voucher	
Adjustment Voucher	
Reversal Voucher	

ProCard Voucher

Section 3, Lesson 1 Continued	
capps Centralized Accounting and Payroll/Personnel System	
Voucher Styles	ProCard Voucher
Regular Voucher	<p>Use to pay a vendor at the header level. The vendors at the voucher line level will be populated from a requisition.</p>
Multi-Vendor Voucher	
ProCard Voucher →	
Single Payment Voucher	
Template Voucher	
Adjustment Voucher	
Reversal Voucher	

Accounts Payable

Single Payment Voucher

Section 3, Lesson 1 Continued	
capps Centralized Accounting and Payroll/Personnel System	
Voucher Styles	Single Payment Voucher
Regular Voucher	Use to issue a one time payment to a supplier.
Multi-Vendor Voucher	
ProCard Voucher	
Single Payment Voucher	
Template Voucher	
Adjustment Voucher	
Reversal Voucher	

Template Voucher

Section 3, Lesson 1 Continued	
capps Centralized Accounting and Payroll/Personnel System	
Voucher Styles	Template Voucher
Regular Voucher	Allows the user to create a voucher that can be used as a model for future vouchers.
Multi-Vendor Voucher	
ProCard Voucher	
Single Payment Voucher	
Template Voucher	
Adjustment Voucher	
Reversal Voucher	

Accounts Payable

Adjustment Voucher

Section 3, Lesson 1 Continued	
capps	
Centralized Accounting and Payroll/Personnel System	
Voucher Styles	Adjustment Voucher
Regular Voucher	Use to make corrections to an existing voucher.
Multi-Vendor Voucher	
ProCard Voucher	
Single Payment Voucher	
Template Voucher	
Adjustment Voucher →	
Reversal Voucher	


Reversal Voucher

Section 3, Lesson 1 Continued	
capps	
Centralized Accounting and Payroll/Personnel System	
Voucher Styles	Reversal Voucher
Regular Voucher	Use to reverse a voucher that has been posted in CAPPS or paid in USAS.
Multi-Vendor Voucher	
ProCard Voucher	
Single Payment Voucher	
Template Voucher	
Adjustment Voucher	
Reversal Voucher →	

Accounts Payable

TINS Interface


Section 3, Lesson 1 Continued


Centralized Accounting and Payroll/Personnel System

Voucher Styles	TINS Interface
<div style="background-color: #d3d3d3; padding: 5px;">Regular Voucher</div> <div style="background-color: #d3d3d3; padding: 5px;">Multi-Vendor Voucher</div> <div style="background-color: #d3d3d3; padding: 5px;">ProCard Voucher</div> <div style="background-color: #d3d3d3; padding: 5px;">Single Payment Voucher</div> <div style="background-color: #d3d3d3; padding: 5px;">Template Voucher</div> <div style="background-color: #d3d3d3; padding: 5px;">Adjustment Voucher</div> <div style="background-color: #d3d3d3; padding: 5px;">Reversal Voucher</div>	<p>CAPPS maintains a TINS interface that is used to set up new suppliers and also to conduct supplier maintenance. Agencies are not required to use the TINS interface but rather, can do dual entry in TINS and CAPPS.</p> <p>The TINS interface can be used to:</p> <ul style="list-style-type: none"> Establish a new supplier for '1' and '3' supplier numbers ('7' numbers cannot be setup via the interface) Update supplier information Add a supplier mail code Set up the supplier direct deposit Place a supplier on hold

4.8 S3-L2 Outline

Section 3 – Lesson 2 Outline



Centralized Accounting and Payroll/Personnel System

1	CAPPS AP Voucher Overview	10 min
2	Entering Regular Vouchers <ul style="list-style-type: none"> Key terms used when working with vouchers Enter a Voucher from a Purchase Order Enter a Voucher from a Purchase Order with Assets Entering Non-PO Vouchers 	40 min
3	Entering Other Vouchers	60 min
4	Entering Adjusting and Reversing Vouchers	20 min

Accounts Payable

4.9 S3-L2 Key Terms

Section 3, Lesson 2



Centralized Accounting and Payroll/Personnel System

Regular Voucher Key Terms and Definitions

Key Terms	Definition
Regular Voucher	Used to create a vendor payment either with or without a purchase order/receipt
PO Voucher	A regular voucher that uses PO information to expedite voucher creation.
Non-PO Voucher	A regular voucher that is not associated with a purchase order.
Speedcharts	Short-cut keys for completing the required account coding on a transaction.

4.10 S3-L2 Regular Vouchers

Section 3, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

Regular Vouchers

PO Voucher

- Used to copy PO information into a voucher
- Provides a worksheet that wills users to select PO lines to copy.


Non-PO Voucher

- Created by directly entering the invoice information
- Speedcharts can be used to auto-populate the voucher distribution lines.

Accounts Payable

4.11 S2-L2 Exercises

Section 3, Lesson 2 Exercises



Centralized Accounting and Payroll/Personnel System


Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

Entering Vouchers


Scenario 1: Entering a PO Voucher
Scenario 2: Entering a PO Voucher with Assets
Scenario 3: Entering a Non-PO Voucher

After completing the exercises, close the browser tab and return to the course.



4.12 S3-L3 Outline

Section 3 – Lesson 3 Outline




Centralized Accounting and Payroll/Personnel System

1	CAPPS AP Voucher Overview	10 min
2	Entering Regular Vouchers	40 min
3	Entering other Vouchers <ul style="list-style-type: none"> Entering a Multi-Vendor Voucher Entering ProCard Vouchers Entering a Single Payment Voucher Entering a Template Voucher 	60 min
4	Entering Adjusting and Reversing Vouchers	20 min

Accounts Payable

4.13 Section 3, Lesson 3 Continued

Section 3, Lesson 3 Continued



Centralized Accounting and Payroll/Personnel System

Other Voucher Terms and Definitions

Key Terms	Definition
Multi-Vendor Voucher	Use to pay a vendor at the header level while referencing different vendors at the voucher line level e.g. Employee reimbursement.
ProCard Voucher	Use to pay a vendor at the header level. The vendors at the voucher line level will be populated from a requisition
Single Payment Voucher	Use to issue a one time payment to a supplier.
Procurement Cards	Issued to agencies in order to make selected spot purchases instead of using the traditional requisition or purchase order method. Although purchases are made at various sites, only one supplier is authorized to be paid.
Summary Vendor ID	Used on the voucher header and the payment is issued to the suppliers listed on the line level.

4.14 S3-L1 Entering Vouchers


Section 3, Lesson 3 Continued


Centralized Accounting and Payroll/Personnel System

ENTERING
VOUCHERS

Now that you are familiar with the different voucher styles, in the next lesson you will learn how to enter four vouchers:

1. Multi-Vendor Voucher
2. ProCard Voucher
3. Single Payment Voucher
4. Template Vouchers




[Select next to continue](#)

Accounts Payable

4.15 S3-L1 Entering Vouchers

Section 3, Lesson 3 Continued


Centralized Accounting and Payroll/Personnel System

ENTERING VOUCHERS

[Multi-Vendor Voucher](#)
[ProCard Voucher](#)
[Single Payment Voucher](#)
[Template Vouchers](#)


Before you get started, take a few minutes to review some important information on each of the four voucher styles from the previous page.

Simply select a voucher style link from the menu on the left.

Select next to continue

Multi-Vendor Voucher

Section 3, Lesson 3 Continued


Centralized Accounting and Payroll/Personnel System

ENTERING VOUCHERS

[Multi-Vendor Voucher](#)
[ProCard Voucher](#)
[Single Payment Voucher](#)
[Template Vouchers](#)

Entering a Multi-Vendor Voucher


- Used to pay a vendor at the header level while referencing different vendors at the voucher line level.
- Used to pay multiple vendors on one voucher

Select next to continue

Accounts Payable

ProCard Voucher

Section 3, Lesson 3 Continued


Centralized Accounting and Payroll/Personnel System

ENTERING VOUCHERS

[Multi-Vendor Voucher](#)

[ProCard Voucher](#)

[Single Payment Voucher](#)

[Template Vouchers](#)


Entering a ProCard Voucher

- Used to pay the ProCard supplier at the header level while referencing the suppliers where the goods were purchased at the line level.
- PO information is copied into a voucher using the PO worksheet while the suppliers are populated from the requisition.

Select next to continue

Single Payment Voucher

Section 3, Lesson 3 Continued


Centralized Accounting and Payroll/Personnel System

ENTERING VOUCHERS

[Multi-Vendor Voucher](#)

[ProCard Voucher](#)

[Single Payment Voucher](#)

[Template Vouchers](#)

Entering a Single Payment Voucher

- Used to issue a one-time payment to a supplier (Summary payment in USAS)
- The Summary Vendor ID (One time vendor) is used on the voucher header
- Payments are made to the name and address entered on the voucher line

Select next to continue

Accounts Payable

Template Voucher

Section 3, Lesson 3 Continued
capps
Centralized Accounting and Payroll/Personnel System

ENTERING VOUCHERS
[Multi-Vendor Voucher](#)
[ProCard Voucher](#)
[Single Payment Voucher](#)
[Template Vouchers](#)

Entering a Template Voucher

- Created for a specific supplier and used as a model for future vouchers for that supplier
- Can never be posted

Select next to continue

4.16 S3-L3 Exercises

Section 3 – Lesson 3 Exercises
capps
Centralized Accounting and Payroll/Personnel System


Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

Entering Vouchers

- Scenario 1:** Entering Multi-Vendor Vouchers
- Scenario 2:** Entering ProCard Vouchers
- Scenario 3:** Entering a Single Payment Voucher
- Scenario 4:** Entering Template Vouchers

After completing the exercises, close the browser tab and return to the course.




Accounts Payable

4.17 S3-L4 Outline

Section 3 – Lesson 4 Outline		capps
Centralized Accounting and Payroll/Personnel System		
1	CAPPS AP Voucher Overview	10 min
2	Entering Regular Vouchers	40 min
3	Entering other Vouchers	60 min
4	Entering Adjusting and Reversing Vouchers	20 min
	<ul style="list-style-type: none"> ▪ Entering Adjustment Vouchers ▪ Entering Reversal Vouchers 	

4.18 S3-L4 Exercise 1

Section 3, Lesson 4 Continued		capps
Centralized Accounting and Payroll/Personnel System		
<h3>Correcting a Voucher</h3> <h4>Entering Adjustment Vouchers</h4> <p>Adjustment Vouchers are created to make adjustments or corrections to accounting transactions. The adjustment voucher can be used to make internal adjustments or adjustments in USAS.</p> <p>Adjustment vouchers can be created by entering the data manually or they can also be created by using the copy functionality in CAPPS. The Voucher Worksheet page can be used to copy the entire voucher or individual vouchers lines into the voucher.</p>		
		

Accounts Payable

4.19 S3-L4 Exercise 1

Section 3, Lesson 4 Exercise

capps
Centralized Accounting and Payroll/Personnel System


Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Correcting a Voucher

Scenario 1: Entering Adjustment Vouchers


After completing the exercise, close the browser tab and return to the course.



4.20 S3-L4 Exercise 2

Section 3, Lesson 4 Continued

capps
Centralized Accounting and Payroll/Personnel System



Correcting a Voucher

Entering Reversal Vouchers

Reversal Vouchers are used to back out or reverse existing vouchers. It can be used to reverse a voucher that has been paid in USAS or a voucher that has been posted in CAPPS.

The original voucher information is copied into the reversal voucher with negative amounts by using the copy worksheet. Reversal vouchers also enable a user to restore the encumbrance for actuals and budgets and reduce the purchase order's matched quantity or amount.

Accounts Payable

4.21 S3-L4 Exercise 2

Section 3, Lesson 4 Exercise


capps
Centralized Accounting and Payroll/Personnel System

Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:


Correcting a Voucher
Scenario 2: Entering Reversal Vouchers

After completing the exercise, close the browser tab and return to the course.



5. Section 4-Processing Vouchers

Section 4
Processing Vouchers



capps
Centralized Accounting and Payroll/Personnel System

Accounts Payable


5.2 S4-Objectives

Section 4 – Objectives

capps
Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:

- Run the Budget Check Request Process
- Run the Document Tolerance Process
- Run the Matching Process
- Post Vouchers



5.3 S4-L1 Outline

Section 4 – Lesson 1

capps
Centralized Accounting and Payroll/Personnel System

1 Processing Vouchers **45 min**

- Learn key terms used when processing vouchers
- Understand Voucher Processing Flow
- Run the Matching Process
- Run the Document Tolerance Process
- Run the Budget Check Request Process
- Post Vouchers
- Run Journal Generation

Accounts Payable

5.4 S4-L1 Key Terms

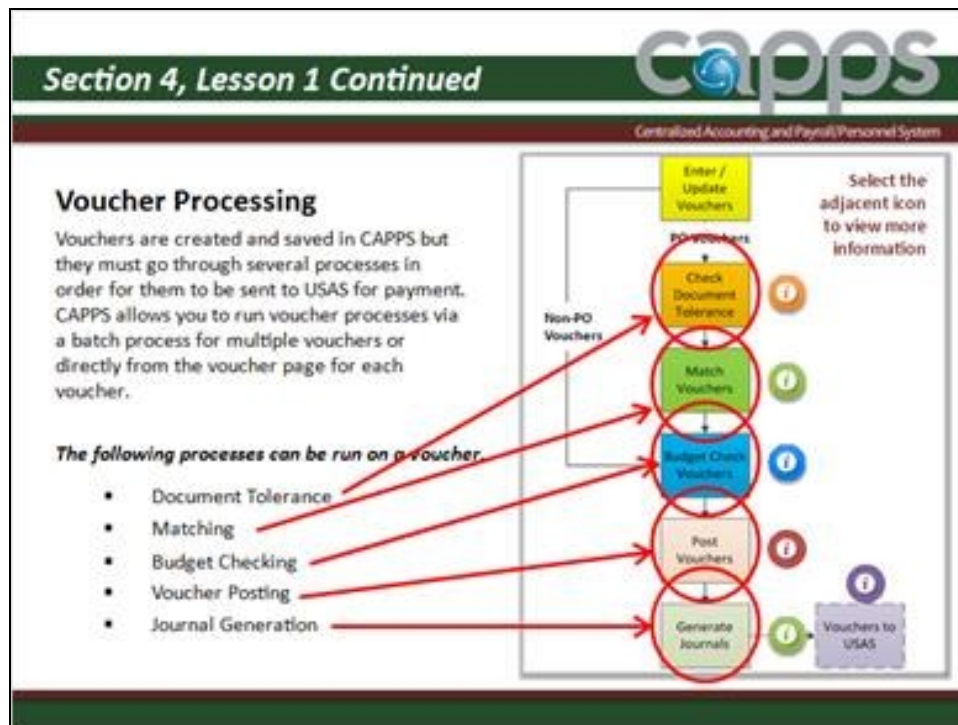
Section 4, Lesson 1 Continued	
CAPPS Centralized Accounting and Payroll/Personnel System	
Voucher Processing Key Terms and Definitions	
Key Terms	Definition
Accounting Entry Template	Used to generate the accounting entries that offset the individual expense line items entered on the voucher.
Document Tolerance	Tolerances amounts/percentages between predecessor documents and successor documents.
Matching	Match rule controls are sets of rules that the system applies against vouchers, purchase orders, and receivers.
Budget Checking	Voucher amounts are compared against all control budgets to ensure that funds are available for the expenditure.
Voucher Post	Creates balanced accounting entries that can be transferred to a General Ledger system.

5.5 S4-L1 Key Terms

Section 4, Lesson 1 Continued	
CAPPS Centralized Accounting and Payroll/Personnel System	
Voucher Processing Key Terms and Definitions Continued	
Key Terms	Definition
Journal Generation	Processes data in the accounting entry table to create journals in General Ledger.
USAS Interface	Sends accounts payable vouchers to USAS for processing.

Accounts Payable

5.6 S4-L1 Voucher Processing



USAS

USAS Interface

The CAPPS to USAS interface sends accounts payable vouchers to USAS for processing. The interface is scheduled to run on a daily basis.

All vouchers must be successfully journal generated to general ledger in order for them to be picked up by the interface and sent to USAS.

The CAPPS Voucher includes USAS related fields necessary for USAS processing:

- USAS Doc Number
- USAS Proc Date
- Service Date
- Invoice Receipt Date
- USAS Pmt Due Date
- Requested Payment Date
- USAS T-code
- Descriptive Legal Text

USAS Processing Status Fields

The USAS Processing Status fields at the voucher header, line and distribution line enable a user to determine if a voucher has been processed in USAS.

The USAS Proc Stat at the line is updated to a 'P' when all distributions process successfully in USAS.

Accounts Payable

5.7 S4-L1 Exercises

Section 4 – Lesson 1 Exercises

capps
Centralized Accounting and Payroll/Personnel System


Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:


Voucher Processing

- Scenario 1:** Running Voucher Processes from the Voucher Page
- Scenario 2:** Running the Matching Process
- Scenario 3:** Running the Document Tolerance Process
- Scenario 4:** Running the Budget Check Request Process
- Scenario 5:** Posting Vouchers

After completing the exercises, close the browser tab and return to the course.



6. Section 5-Managing Vouchers



Section 5
Managing & Maintaining Vouchers

capps
Centralized Accounting and Payroll/Personnel System

Accounts Payable


6.2 S5-Objectives

Section 5 – Objectives

capps
Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:

- Unpost a Voucher
- Delete a Voucher
- Review Payment Information
- Use Match Workbench
- View Accounting Entries



6.3 S5-Outline

Section 5 – Outline


capps
Centralized Accounting and Payroll/Personnel System

1	Modifying Vouchers	20 min
2	Reviewing Voucher Information	40 min

Accounts Payable

6.4 S5-L1 Outline


Section 5 – Lesson 1 Outline


Centralized Accounting and Payroll/Personnel System

1	Modifying Vouchers <ul style="list-style-type: none">▪ Unpost a voucher▪ Delete a voucher	20 min
2	Reviewing Voucher Information	40 min

6.5 S5-L1 Exercise 1

Section 5, Lesson 1 Exercises


Centralized Accounting and Payroll/Personnel System

Modifying Vouchers

Unposting a Voucher

The unposting process is used to reverse the accounting entries for vouchers that have been posted. Once a voucher has been unposted, the voucher can be changed.

CAPPS does not remove the original accounting entries; it creates reversing entries, which creates an audit trail in the general ledger.


Exercise 1

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Modifying Vouchers

Scenario 1: Unpost Vouchers


After completing the exercise, close the browser tab and return to the course.



Accounts Payable

6.6 S5-L1 Exercise 2

Section 5, Lesson 1 Exercises



Centralized Accounting and Payroll/Personnel System

Modifying Vouchers

Deleting a Voucher

Voucher delete allows the user to delete a voucher that has not been posted. Vouchers that are deleted are no longer available for viewing, processing or use by any users on the system. However, the record of the voucher still exists as an audit trail.


Exercise 2

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Modifying Vouchers


Scenario 2: Deleting a Voucher

After completing the exercise, close the browser tab and return to the course.



6.7 S5-L2 Outline

Section 5 – Lesson 2 Outline



Centralized Accounting and Payroll/Personnel System

1

Modifying Vouchers

20 min

2

Reviewing Voucher Information

40 min

- Reviewing Voucher Information
- Using Match Workbench
- Reviewing Voucher Accounting Entries

Accounts Payable

6.8 S5-L2 Exercise 1

Section 5, Lesson 2 Exercises

Reviewing Voucher Information

Voucher Information

CAPPS delivers many inquiry pages and reports to view vouchers. The inquiry pages provide extensive search capability to access voucher information along with the ability to drill-down to more detailed information such as voucher payment detail, supplier information and detail lines.


Exercise 1

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Reviewing Voucher Information

Scenario 1: Reviewing Voucher Information

After completing the exercise, close the browser tab and return to the course.



6.9 S5-L2 Exercise 2

Section 5, Lesson 2 Exercises

Reviewing Voucher Information

Match Workbench

The Match Workbench is used to view match exceptions, unmatch a voucher or to override a match exception. Access to this page is controlled by the user's security set up.


Exercise 2

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Reviewing Voucher Information

Scenario 2: Using Match Workbench

After completing the exercise, close the browser tab and return to the course.



Accounts Payable

6.10 S5-L2 Exercise 3

Section 5, Lesson 2 Exercises

Reviewing Voucher Information

Voucher Accounting Entries

The Voucher Posting process creates accounting entries from vouchers. These pages allow the user to view the accounting entries and chartfield accounts that were charged for the voucher.

The journal generation process uses the data in the accounting entry table to create journals in General Ledger. The table is also populated with the journal ID after the voucher is successfully journal generated.


Exercise 3

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:


Voucher Accounting Entries

Scenario 3: Reviewing Voucher Accounting Entries

After completing the exercise, close the browser tab and return to the course.



7. Section 6-Reports



Section 6

Running Reports

capps

Centralized Accounting and Payroll/Personnel System

Accounts Payable


7.2 S6-Objectives

Section 6 – Objectives

capps
Centralized Accounting and Payroll/Personnel System

After completing this section you will be able to:

- Run Accounts Payable (AP) Reports



7.3 S6-L1 Exercise

Section 6, Lesson 1 Exercise

capps
Centralized Accounting and Payroll/Personnel System

Running Reports

Accounts Payable Reports

CAPPS Accounts Payable reports are run using a Process Scheduler. The Process Scheduler enables a user to run reports one at a time, per the user's request. Alternately, recurring reports can be scheduled to run at specified times, such as every Friday at 6:00 p.m.

Parameters are used to determine the type of data that is returned on the report, i.e. date range or supplier ID. The Process Scheduler retrieves the data for the report in the background, enabling a user to continue working.


Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Running Reports

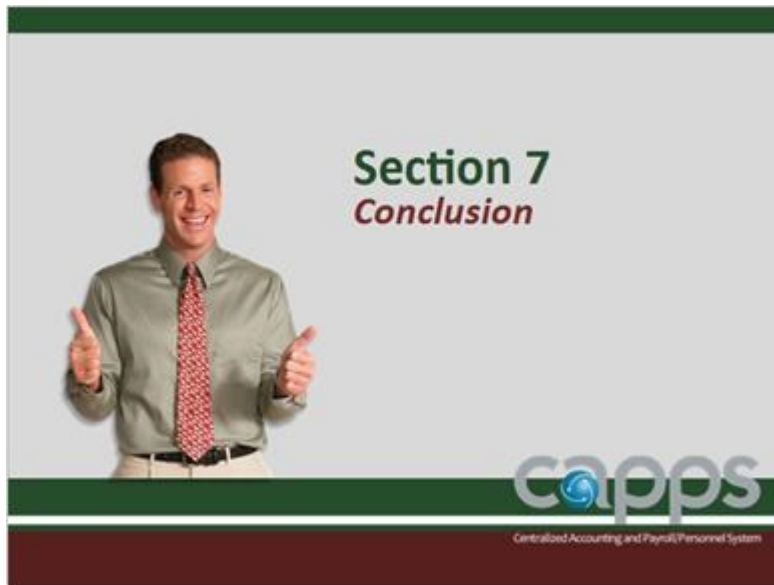
Scenario 1: Running AP Reports

After completing the exercise, close the browser tab and return to the course.

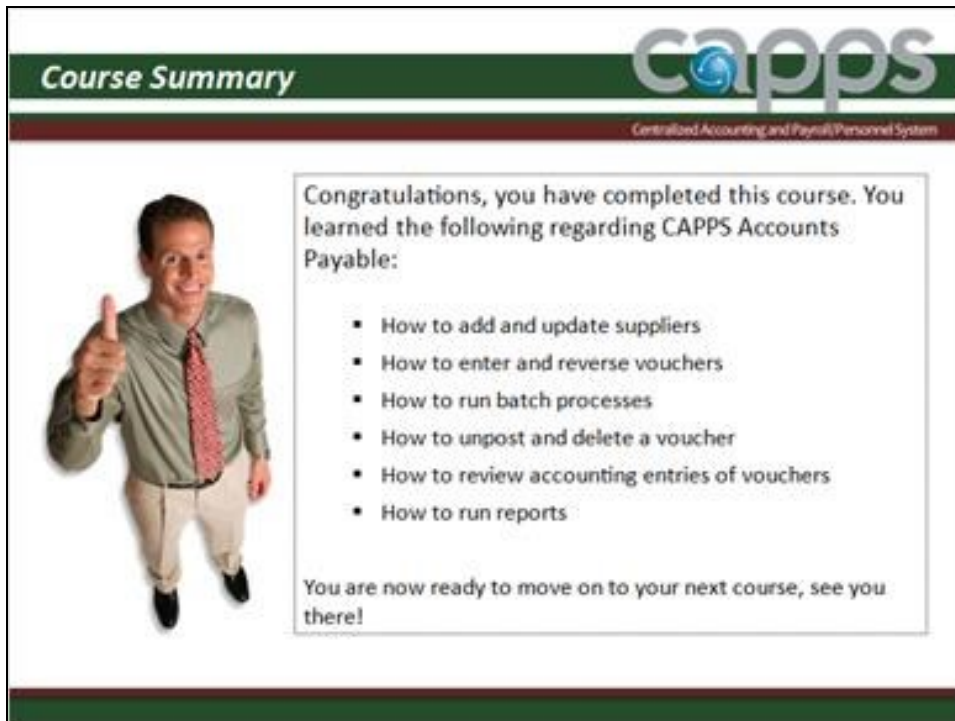


Accounts Payable

8. Section 7 - Conclusion



8.2 S7-Summary



Accounts Payable

8.3 End

